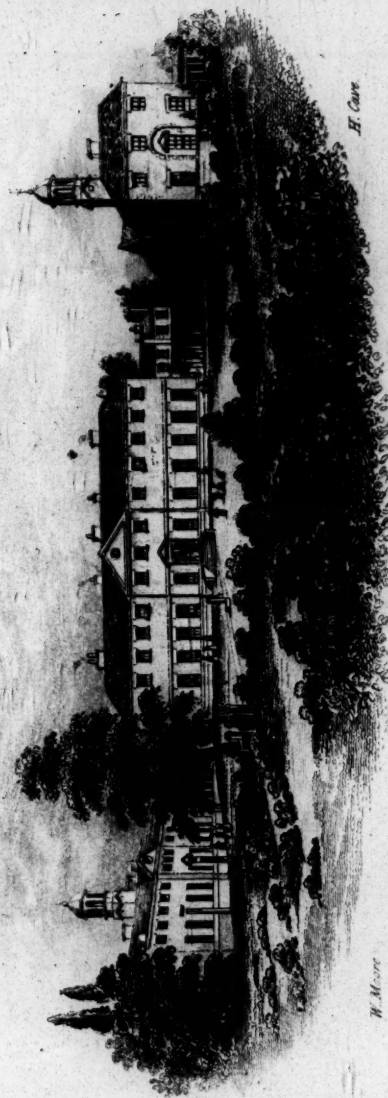




H. Carr

W. Moore

Friends School, Newark.

Published by J. L. Inney, York.

K. Ackworth School.

R U L E S
FOR THE
G O V E R N M E N T
OF
ACKWORTH SCHOOL,
ESTABLISHED FOR THE
EDUCATION OF CHILDREN
WHO ARE
MEMBERS OF THE SOCIETY
AND
WHOSE PARENTS ARE
NOT IN AFFLUENT CIRCUMSTANCES.

L O N D O N :

PRINTED BY JAMES PHILLIPS,
GEORGE YARD, LOMBARD STREET.

1795.



A Consideration of the many Advantages which would result to the SOCIETY from a guarded Education of our YOUTH, induced the YEARLY MEETING, in 1777, to give forth the following Minutes.

*“ IT is the renewed concern of this meeting
“ to recommend a care for the offspring of
“ such parents whose earnings or incomes are
“ so small, as to render them incapable of giving
“ their children a suitable and guarded
“ education, and that especially from home, by
“ which they may be prevented from mixing
“ with others who are not of our religious persuasion,
“ which so often leads into hurtful habits,
“ from which they are not afterwards easily reclaimed.
“ And as some of our members may incautiously permit their offspring to suffer this great loss, rather than apply for assistance from their monthly meetings, it is recommended to Friends in every monthly meeting to seek out such of their members as may be thus straitened, and administer to their help; and it is desired that such will receive the salutary aid with a willing mind, and thankfulness to the great Author of all good.”*

A

“ And,

“ And, it being the judgment of this meeting,
 “ that encouragement for boarding-schools, suit-
 “ able for the education of children whose pa-
 “ rents are not in affluence, will be advanta-
 “ geous,—the consideration of a plan for that
 “ purpose is referred to the meeting for suffer-
 “ ings, to be laid before this meeting next year;
 “ to which Friends in the country are also de-
 “ sired to join their attention and assistance.”

In consequence of the foregoing minutes, sundry
 Friends, with the approbation of the meeting
 for sufferings, agreed for the purchase of the
 house and estate, containing about 85 acres, at
 Ackworth, in the county of York, belonging to
 the Governors of the Foundling-Hospital; which
 being offered to the yearly meeting in 1778,
 was accepted for the establishment of a school,
 and a subscription was opened to defray the
 expense thereof. The institution met with great
 encouragement, and a great number of children
 were soon sent thither, from most parts of the
 nation. Sundry rules were occasionally formed
 for the management thereof, which, on account
 of the increase of the family, and other circum-
 stances, it has been found necessary to revise,
 and to make such additions and alterations, as
 appear needful to render them more adequate to
 the good government of so large a family; which
 having been laid before the General Meeting,
 were approved, and ordered to be put in prac-
 tice.

For

For the information of those who may be inclined to leave any legacies for the benefit of this institution, it is thought proper to subjoin the form of a clause for that purpose, viz.

ITEM, I give and bequeath unto A. B. and C. D. the sum of _____ to be raised and paid out of my personal estate and effects, upon trust; and to the intent that they, or either of them, do pay the same to the committee for the management of an institution called, or known, by the name of ACKWORTH SCHOOL, in the county of YORK, or their order, which said sum I desire may be applied towards carrying on the benevolent designs of that institution, in that county, or elsewhere.

N. B. Giving land, or money, or stock, by will, to be laid out in the purchase of any estate for charitable uses, will be void by the statute of Mortmain; but money, or stock, may be given by will, without being directed to be laid out.

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R U L E S
FOR THE
GOVERNMENT

OF

ACKWORTH SCHOOL,

*Established for the EDUCATION of CHILDREN who are
Members of the Society, and whose Parents are
not in affluent Circumstances.*

Agreed by the General Meeting,

1. **T**HAT this Institution be under the direction of a General Meeting, consisting of representatives appointed by the quarterly meetings, of agents for the several counties and places, of the treasurer, superintendant, and the members of the London and country committees, to be held at Ackworth on the last 4th day in the 7th month, in every year, and from thence adjourned to be held in London, at ~~three~~ ^{four o'clock} on ~~3rd~~ day afternoon, preceding the yearly meeting.

A 3

2. That

2. That at the general meeting at Ackworth, a committee of twenty-eight country Friends be appointed in the following manner, to act there, viz. to the last-named twenty-one upon the list (if not improper to be continued) seven new members shall be added: and that an appointment in the same manner shall be made at the adjournment of the said meeting, to be held in London, of twenty-eight Friends to act there for the year ensuing. These committees, by mutual communication of their minutes to each other, shall unite in transacting the affairs of the institution.

3. That a committee consisting of seven members, at least, meet at each place, once in every month, to examine into the state of the institution; to judge of such matters as come properly under their notice; and to draw, and order the payment of, bills.

4. That the minutes made by the committee in London, and that in the country, shall be communicated to each other; and no proposition for a new rule, or for the alteration of an old rule, shall be made by either committee to the general meeting, without a communication of it to the other, two months before the general meeting or its adjournment.

5. That the school-masters and school-mistresses shall be appointed by the two committees

tees jointly; nevertheless the general meeting hath a power to annul, or alter, such appointment. Particular care is to be taken that all the officers and servants be persons of religious and irreproachable characters.

6. That agents be appointed by the quarterly meetings in the respective counties and places, who shall be authorised to recommend children for admission, after making particular inquiry into the state of their health, and other qualifications pointed out in the instructions to agents.

7. That a list of all children, for whom application for admission is made, shall be laid monthly before both committees, previously to admission, and such as come by way of London, be seen by at least two members of the committee there.

8. That a superintendant be appointed by the general meeting, to have the government of the family; and that a mistress be appointed in like manner to assist therein, more especially in the girls department. The general meeting shall appoint a treasurer in London, who shall sign the bills of admission; receive the money for them; and for continuance;*

* Remittances for continuance may be made to the superintendant at Ackworth, if more convenient to the parents or friends of the children.

and also donations and legacies; and report his proceedings monthly to the committee in London. When there is a vacancy in the office of superintendant, or mistress of the family, both committees are to agree upon some suitable person or persons, to be proposed at the next general meeting.

9. That the accounts of the superintendant, and all disbursements on behalf of this institution, shall be examined by three members of the committee at Ackworth, and settled every month.

10. That all legacies and donations to this institution, of the sum of 50l. and upwards, be vested in land, or in government securities, and the interest only appropriated to the expenses of the institution.

11. No officer or servant of this institution shall receive any gift or present from tradesmen, relations of children, or visitors to the house; nor shall any officer or servant be absent without leave of the country committee or superintendant, though they may be at liberty to attend monthly and quarterly meetings when the superintendant thinks they can be spared without injury to the children under their care, or the particular departments which they respectively fill.—No officer or servant to take the liberty of permitting any
visitor

visitor to lodge in the house without leave of the superintendant.

12. That a meeting for worship be held every first-day of the week, at ten o'clock in the morning and at three in the afternoon, during the 3d, 4th, 5th, 6th, 7th, 8th, 9th, and 10th months; and at two o'clock in the afternoon, in the 11th, 12th, 1st, and 2d months, and on the 5th day of every week, at 10 o'clock.

MONTHLY

MONTHLY COMMITTEES.

1. **THAT** the business of the committees may be solidly and expeditiously transacted, Friends are requested to be careful to attend at the time appointed, and as much as possible to avoid going out of, or coming into, the room, during the sitting of the committee; also, that those who have any thing to offer, do stand up and speak deliberately and audibly, keeping to the subject before them; and that no interruption be given by whispering or conversing together.

2. In order to preserve a strict union between the two committees, no complaint of the proceedings of either shall be received, unless a copy of the complaint be previously delivered to the committee against which it is made. Should there be any difference of opinion between the two committees, the case shall be referred to the succeeding general meeting for its determination. Friends of both committees are cautiously to avoid giving ear to complaints privately made by one officer or servant against another, or in any manner becoming parties in disputes; as it may tend to prejudice their minds, and render them unfit to judge when complaints are
regularly

regularly brought before them. The like caution is to be observed by the superintendant at Ackworth, and other officers.

3. That they shall take no cognizance of any complaints that may be made by any officers or servants of this institution, unless such complaints shall have been first communicated to the superintendant, and to the party complained of.

4. That the committees shall jointly fix the salaries of the school-masters and school-mistresses, and the country committee those of other officers and servants, which shall be paid quarterly.

5. That the country committee shall examine into the conduct of the school-masters, the school-mistresses, and the other servants of the house, to see that good order be maintained, and the rules properly observed; and may dismiss any of them, the superintendant and mistress of the family excepted. The inferior servants are to be hired or dismissed by the superintendant.

6. That all purchases shall be made at ready money price, and all payments, either in cash or by draughts on the treasurer, which are to be signed by three members of either committee; and the country committee shall once
in

in three months appoint a number of suitable Friends to inspect the articles, that they may judge whether they are good in quality, and purchased on the best terms.

7. That the country committee shall examine into the qualifications and improvements of those children who are going from the school, and give them such advice as may appear suitable; and that the children who have been admitted during the preceding month shall likewise be present.

8. That the committees shall occasionally request the assistance of suitable women Friends, to join in the service of either committee, in visiting the several departments of this institution, which properly come under the care of women.

9. That the committees in London, and at Ackworth, be open to all the agents appointed by the quarterly meetings; and that the members of each committee be considered as members of the other, when present; the treasurer to be a member of both committees.

10. That they annually inspect the state of the trusts; and when the number of trustees for land is reduced to five, or for the funds to two, that they make an appointment of suitable Friends to fill them up.

11. That

11. That a correct state of the accounts of this institution be kept by double entry, and duplicates thereof forwarded to London every month, with a copy of the committee's minutes.

12. The country committee may grant a liberty in favour of those girls who are intended for servants, to remain in the house until the age of fifteen years; judging according to discretion of the particular circumstances of their respective cases; also, taking care that the numbers be such as may not be inconvenient to the institution, nor deprive others on the list of the benefit of admission.

AGENTS.

AGENTS.

1. AGENTS are to recommend such children only, as are entitled to membership in the society. They are to discourage the sending of those whose parents are able to send them to other boarding-schools.

2. No children are to be admitted younger than eight years of age, except orphans, or such as are under the charge of monthly, or other meetings; or in some special cases, at the discretion of either of the committees: and none are to remain in the house after they are fourteen years of age, except in the instance of girls intended to be servants, who may continue till the age of fifteen, at the discretion of the country committee.

3. When admission for a child is wanted, application must be made to one of the agents appointed by a quarterly meeting, who must fill up a printed recommendation, and send it to *John Ady*, the clerk in London; and when informed by him of a vacancy, the agent must remit ~~12~~ 16s. 4d. to *Wilson Birkbeck*, treasurer, who will thereupon send a bill of admission.

4. Every

4. Every child is to be examined by a medical person, whose certificate of his or her being in health, and free from fores, or infectious disorders, must be sent with the child to the school.

5. The children are to bring with them the following articles of clothing, and the like quantity will be returned when they leave the school, viz.

Bors.

- | | |
|---------------------|--------------------|
| 1 Hat | 2 Coats |
| 2 Waistcoats | 2 Pair of breeches |
| 3 Shirts | 3 Handkerchiefs |
| 3 Pair of stockings | 2 Pair of shoes. |

GIRLS.

- | | |
|------------------------|---------------------------|
| 1 Hat | 1 Cloak (not silk) |
| 1 Pair of stays | 1 Pocket |
| 1 Pair of mitts | 2 Petticoats |
| 2 Stuff gowns | 2 Under ditto |
| 3 Shifts | 2 Check'd aprons and bibs |
| 2 Pocket handkerchiefs | 1 White ditto |
| 2 Neck ditto | 3 Tuckers |
| 2 Caps | 2 Pair of stockings |
| 2 Night-caps | 2 Pair of shoes. |

Friends

Friends are not limited with respect to the quantity to be sent with them, but there must not be less than is above described; the house engaging to return no more than the kind and quantity above specified.

It is desired that the clothing sent with the children may be strong and substantial, as such will be returned; also, that the several articles may be marked with the number of their bills of admission. Remnants of cloth, stuff, linings, &c. the same as the clothes sent with the children, will be acceptable to repair them. No washing gowns or waistcoats will be received.

Parents, guardians, and agents, are desired to take notice, that an additional charge will be made in the second year's bill for any deficiency in the quantity or quality of the clothing sent with the children.

6. To prevent distinction in this school, it is agreed that no parents or friends of children shall send any clothing after their admittance.

7. In consideration of the expense of conveying children to and from remote parts, an allowance of two-pence for every mile exceeding fifty miles will be paid by the superintendant, on receiving the child at
Ackworth;

Ackworth; or he will give an order to the treasurer in London for payment thereof. In case the child stays two years in the school, the same allowance will be made on its return, but not otherwise.

The allowance for children from Scotland, to be twenty shillings each, in lieu of two-pence per mile, and the same on their return. No allowance will be made for a child's conveyance a second time.

8. To provide for each child's allowance of 1d. per week, it is agreed that the treasurer in London, or superintendant at Ackworth, shall receive ~~8l. res. 4d.~~ instead of ~~eight~~ 12 guineas, for every admission, or yearly continuance of a child: that the children shall not be possessed, nor have the use, of more money than one penny per week; and that if any other money be found upon them, it shall be taken by the superintendant, and either retained, or employed, for their use.

9. Letters sent to the children, or on their account, to be post-paid.

10. It is agreed that the superintendant at Ackworth shall, in future, send notice to the agents who live in Yorkshire; and the clerk, in London, to those in other counties and
B places,

places, six weeks before the expiration of the year for which any child is in the house; desiring to know, as soon as may be, if it be intended that such child should continue; and in case an answer be not received to such notice in four weeks, the child shall be discharged at the end of such year.

11. Fourteen days notice must be given previously to the taking away any child, otherwise the institution is not to be accountable for the condition of the clothing. No child must be brought, or taken away, on the first day of the week.

12. In order that the good effects of education at this school may, as much as possible, be preserved, it is recommended to parents and others concerned for those children, for whom places are wanted, to give six months notice to the superintendant at Ackworth, that their names may be entered in a book kept for that purpose.

13. Children whose year shall expire between the ages of thirteen and fourteen, for whom proper places are not provided, may continue one, two, or three quarters of a year, at the usual rate, provided they do not stay after the age of fourteen. The amount of the charge must be previously remitted to the treasurer in London, or superintendant at Ackworth,

Ackworth. Children are to be taken away within one week after the expiration of the bills of admiffion; but if any ftay that time, or longer, 5s. per week is to be paid.

14. For every child who takes the small-pox in the natural way, or by inoculation, one guinea fhall be paid to the institution; and in cafe any children die of that, or any other diforder, in the fchool, the treafurer or fuperintendant may return 2l. 3s. for each whole quarter unexpired, deducting one guinea for the expenfes of the burial.

15. No books are to be fent with, or given to, the children; a fufficient number of bibles, and other books, being provided at the expenfe of the institution.

16. The agent is to deliver or fend a copy of thefe inftructions to the parents or friends of the children, when application is made for admittance,

3. That every thing neceffary for the ufe of the houfe may be provided in due time, and upon the bell tolling, the fuperintendant is directed to enter, in a book kept for that purpofe, a particular account of each article wanted;

SUPERINTENDANT and MISTRESS
of the FAMILY.

1. **THAT**, for the purpose of maintaining good order and regularity, they shall have the government of the whole family, and see that the officers perform their duty in their several departments; and if any thing appear amiss, that the superintendant (if necessary) make report thereof to the committee.

2. That in case any of the children shall be afflicted with a disorder of such a nature as, in the judgment of the apothecary, leaves little probability of a speedy termination, the superintendant, with the approbation of the committee, (when it conveniently may be had) shall write to the parents, or friends, of such child, in order that he or she may be removed from the house as soon as convenient; and the money due for the unexpired whole quarters shall be returned,

3. That every thing necessary for the use of the house may be provided in due time, and upon the best terms, the superintendant is directed to enter, in a book kept for that purpose, a particular account of each article wanted ;

wanted; and that such book be laid upon the table at every sitting of the country committee, that instructions may be given by them respecting the purchase.

4. That they shall examine all the clothing, provision, &c. and see that due œconomy be observed in the management and application thereof.

5. That they take care that the family rise and go to bed in proper time, and assemble in an orderly manner at meals; and in all cases, not herein especially pointed out, that they act discreetly, as parents and directors of a well-ordered family.

6. That if there should be any urgent necessity for the assistance of the country committee out of its usual course of meeting, the superintendant may call the members together, expressing in the summons the particular purpose for which they are to meet: and business sometimes occurring in the intervals of the usual days of meeting of the committee in London, which requires immediate consideration, any two members may, in that case, direct the clerk to call that committee together, expressing the occasion in the notice.

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7. That no children shall be permitted to visit their friends at home, but on extraordinary occasions, and with the leave of the superintendant; nor shall any be taken out of the bounds of the premises when visited by their parents or friends without his leave.

provision, &c. and for that due economy be observed in the management and application thereof.

8. That they take care that the family life and go to bed in proper time, and assemble in an orderly manner at meals, and in all other respects especially pointed out, that they act directed, as parents and directors of a well-ordered family.

9. That if there should be any urgent necessity for the assistance of the country committee out of its usual course of meeting, the superintendant may call the members together, expressing in the summons the particular purpose for which they are to meet: and business sometimes occurring in the intervals of the usual days of meeting of the committee in London, which requires immediate consideration, any two members may in that case direct the clerk to call that committee together, expressing the occasion in the notice.

SCHOOL

10. That

*SCHOOL-MASTERS or SUPERINTENDANT,
when there is no principal Master.*

i. THAT the masters use their endeavours to find out what has been chiefly neglected in the education of those children who come under their care, and how long they are likely to stay at school, in order that the course of instruction may be suited accordingly.

2. That the schools, during the summer season, open at half after 6 o'clock in the morning, and in the winter at half after 7, or as soon after as conveniently may be, and close at 8; that after breakfast they open at 9, and close at 12; and after dinner they open at 2, and close at 5 o'clock.

3. That they take care that the children come into the schools when the bell rings, in a quiet becoming manner, with their faces and hands clean, and their hair combed, and take their seats at the time appointed, and do not begin business till the master give direction.

4. In order that correction, when necessary, may be inflicted with coolness and temper,

and in proportion to the nature of the offence, the following method is agreed upon, namely, that the superintendant and each master keep a book, and minute down offences committed within the day; that once a week, or oftener, they meet together and inspect these books, and administer such correction as may be agreed upon, using their endeavours to convince the children, that the only purpose thereof is for their amendment, and to deter others from the commission of the like offences. Nevertheless a discretion should be exercised, not to bring up too frequently the names of boys for trivial offences, unless they discover great obstinacy and disobedience, but that they be immediately corrected, according to their respective master's discretion, by talks, or confinement from play.

5. That one master with the apprentices and monitors attentively overlook the boys during the hours of play, and another master always give his assistance at the time of assembling.

6. That they sit down with the children and family on first-day evenings, reading to them, or causing them to read, suitable portions of the holy scriptures, or other religious books; the superintendant or masters selecting such instructive parts and subjects, as are best adapted to their understandings.

7. That

7. That they in particular endeavour, by divine assistance, early to impress upon the minds of the children the necessity of a strict adherence to truth, and abhorrence of falsehood; as well as a remembrance of their Creator in the days of their youth, having the fear of God before their eyes, which will preserve under the various temptations to which they are incident, and lead to the enjoyment of real happiness, by keeping a conscience void of offence towards God, and towards men.

4. That they take care that the children come into the school when the bell rings, and take their seats in a quiet becoming manner.

5. That the mistresses have the care of the girls apparel, and see that they be clean and decent.

6. That

SCHOOL-MISTRESSES.

1. **THAT** the principal school-mistress have a general oversight of the girls schools.

2. That the mistresses use their endeavours to find out what has been chiefly neglected in the education of those children who come under their care, and how long they are likely to stay at school, in order that the course of instruction may be suited accordingly.

3. That the schools in the summer season open at 7 o'clock in the morning, and in the winter at half past 7, or as near that time as may be, and close at 8; that after breakfast they open at 9, and close at 12; and after dinner they open at 2, and close 5 o'clock.

4. That they take care that the children come into the schools when the bell rings, with their faces and hands clean, and take their seats in a quiet becoming manner.

5. That the mistresses have the care of the girls apparel, and see that they be clean and decent.

6. That

6. That the girls be taught reading, sewing, knitting, and spinning.

7. That a proper number be sent in rotation into the writing-school, to be taught writing and arithmetic.

8. That the girls make and mend their own apparel, the boys linen, and the house linen; and do such needle-work, as may be sent to be executed in the house; also wash and get up their own small linen.

9. That a suitable number of the elder girls alternately attend, and assist the mistresses of the family, the housekeeper, chambermaid, and mantua-maker.

10. That the apprentices and monitors assist the mistresses in the schools.

11. That the principal mistress be careful that correction, when necessary, be administered with coolness and temper.

12. That the mistresses in particular endeavour, by divine assistance, early to impress upon the minds of the children the necessity of a strict adherence to truth, and abhorrence of falsehood, as well as a remembrance of their Creator in the days of their youth; having the fear of the Lord before their eyes,
which

which will preserve under the various temptations to which they are incident, and lead to the enjoyment of real happiness, by keeping a conscience void of offence towards God, and towards men.

GENERAL

GENERAL RULES

*To be strictly observed by the CHILDREN at
ACKWORTH-SCHOOL, and to be read to them
once a Month,*

1. THAT they rise at 6 o'clock in the morning in the summer, and 7 in the winter; and dress themselves quietly and orderly, endeavouring to begin the day in the fear of the Lord, which is a fountain of life, preserving from the snares of death.

2. That they wash their faces and hands, and at the ringing of the bell collect themselves in order, and come decently into the schools; that they take their seats in a becoming manner, without noise or hurry, and begin business when the master or mistress shall direct.

3. That they refrain from talking and whispering in school; and that when repeating their lessons to the master or mistress, they speak audibly and distinctly.

4. That

4. That they shall not be absent from school, nor go out of bounds without leave.

5. That when the bell rings for breakfast, dinner, or supper, they assemble in silence, and in due order, having their faces and hands washed, and their hair combed, and so proceed quietly into the dining-room.

6. That they observe a solemn silence before and after meals; that they eat their food decently, and refrain from talking.

7. That they never tell a lie, use the sacred name irreverently, or mock the aged and deformed. That when strangers speak to them, they give a modest and audible answer, standing up, and with their faces turned towards those who speak to them,

8. That they avoid quarrelling, throwing sticks, stones, or dirt; striking, or teasing one another; and they are enjoined not to complain about trifles; and when at play, to observe moderation and decency.

9. That they neither buy, sell, nor exchange, without leave; and that they strictly avoid gaming of all kinds.

10. They shall not be possessed nor have the use of more money than one penny each
per

per week; that if any other money be found upon any of them, it shall be taken by the superintendant, and retained or employed for their use.

11. That they observe a sober and becoming behaviour when going to, coming from, and whilst in, religious meetings.

12. That their whole conduct and conversation be dutiful to their masters and mistresses, kind and affectionate to their school-fellows; and that in all cases they observe the command of Christ: "All things whatsoever ye would that men should do unto you, do ye even so to them."

13. That in the evening they assemble themselves, and take their seats in the dining-room; and after answering to their names when called over, and attending to such part of the holy scriptures, or other religious books, as may be read to them, they retire to their bed-chambers, and undress themselves with as much stillness as possible, folding up their clothes neatly, and putting them into their proper places; and they are tenderly advised to close as well as to begin the day with remembering their gracious Creator, whose mercies are over all his works.

FINIS,

particular that if any other money be found
any of them, it shall be taken by the
intendant, and retained or employed for

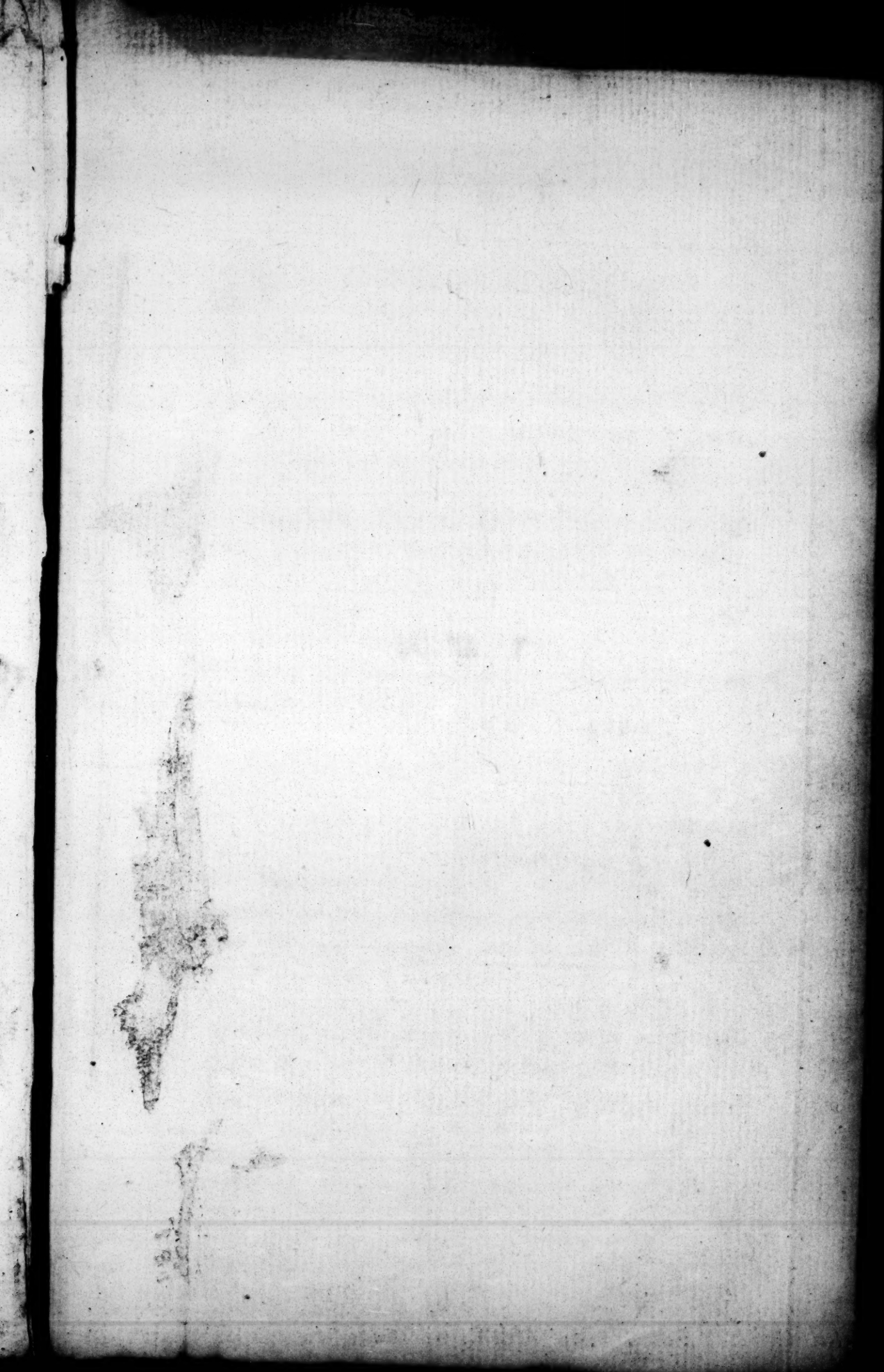
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7 AP 59

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their proper places; and they are tenderly ad-
vised to close as well as to begin the day with
remembering their gracious Creator, whose
mercies are over all his works.



The Housekeeper

1st That she be Mistress of the female Servants, and superintend the Household Affairs, untill it may be thought proper to separate the Offices of Mistress and Housekeeper as heretofore.

2nd That she have the Care of the Furniture, Household Linen, and Stores, and deliver to the Superintendant, a few days before the Meeting of the Committee, a List of such Articles as may be wanted.

3rd That she have the Care of the provision, and deliver a List of what may be necessary to have purchased

purchased at Market, to the person whom the Superintendant shall order to attend there; and see that the Butcher's Meat be weighed; that she keep an Account of the Money she expend and deliver it to the Superintendant once a Month.

4th That she rise early in the Morning.



5th That she see the Female Servants fulfil their several Duties punctually.

6th That she be careful to have Cleanliness and Regularity preserved.

7th That the Bill of Fare be attended to, the victuals well dressed and

and ready punctually at the Time appointed.

8th That she sit at the Head of the Officers Table at Meals.

9th That she see all the Servants go to Bed at, or before, ten o'Clock.

10th That she be particularly careful that no waste or plunder be committed in her Department, and that the strictest Oeconomy be observed by every part of the Family under her care.

11th That she receive the Children, and insert their Names, with the Numbers of their Bills of Admission, in a Book, take an Account of their Cloaths, and deliver those belonging to the Boys to the Chamber-

Chamber-Maid, and the Girls to
the Schoolmistress with Lists of them.

12th It is agreed that all Applications
for leave of Absence from the
Female Servants of the Family be
made thro' the Housekeeper to the
Superintendent. —

Boys. Matron

1st That she rise early in the Morning.

2nd That she superintend the washing and combing the Boys, and see that their Heads and Feet be kept clean.

3rd That she mend Stockings, and teach the Boys to do them neatly, and to wind Worsted.

4th That she attend and assist at the Boys Meals.

5th That in any slight Indisposition, which may not require the Boys to be sent to the Nursery she pay affectionate attention to them.



Nurse.

1st That she attend the sick Child

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2nd That she prepare such things
as may be necessary for them as
Gruel &c.

3rd That she sleep in the Nursery,
and sit up as occasion shall require.

4th When not engaged with the
sick Children, that she mend
Sheets with the Assistance of the
Girls.



Cook

1.st That she rise at 6 O'clock in Morning.

2.^d That she have the general care of the Business of the Kitchen.

3.^d That she dress the Victuals, and be punctual in having the Meals ready at the Times appointed.

4.th That she sit at the Head of the Servant's Table, and carve.

5.th That she have the Dishes &c washed, and put into their places, after Breakfast, Dinner & Supper, and have the Kitchen, Scullery &c kept at

at all times in proper Order.

6th That she be very clean, and methodical in every part of her Business.

7th That she mind that her Assistant and the Kitchen Maid do not neglect any part of their Work.

8th That she be at all times subject to the directions of the House-keeper, and when she intend to leave the House or change her place in it that she give proper Notice to her, before she communicate her Intention to others of the Family.

Cook's Assistant.

1st That she rise at 6 o'clock in the Morning.

2. That she wash the Dishes &c and keep the Kitchen and pantries clean.

3. That she receive Instructions from the Cook, and assist in every part of the Business.

4th That she be at all times subject to the directions of the Housekeeper, and when she intend to leave the House, or change her place in it that she give proper Notice to her, before she communicate her Intention to others of the Family.

Kitchen Maid.

1st That she rise early in the Morn-
-ing

2. That she clean the Housekeep-
-er's Room, wash the Dishes & used
by the Children, and keep the
Back Kitchen clean.

3. That she assist in Washing.

4th. That she be at all Times sub-
ject to the Directions of the House-
keeper, and when she intend to leave
the House or change her place
in it, that she give proper Notice
to her, before she communicate her
Intention to others of the Family.

Dairy Maid

1st That she rise at 5 o'clock in the Morning in the 4th 5th 6th 7th 8th and 9th Months, and at 6 in the 1st

2nd 3rd 10th 11th and 12th Months.

2nd That she have the care of the Dairy

3rd That she Milk with Assistance.

4th When the Business of the Dairy may not require her attention, she assist the Cook in the Kitchen.

5th That she assist in combing the Boys on 4th and 7th days

6th That she be at all times subject to the directions of the Housekeeper

Housekeeper, and when she intend
to leave the House, or change her
place in it, that she give proper
Notice to her, before she communicate
her Intention to others of the Family.

Laundry Maid

1st That she rise early in the Morn-
-ing

2^d That she have the Care of the
washing and ironing.

3^d That she collect the Linnen, and
prepare it for washing.

4th That she sort the Linnen
when washed, and deliver it to the
proper persons, and assist the Chamb-
-er Maid in laying it by.

5th That she keep the Laundry clean,
and in order, and repair the wash-
-ing Bags.

6th. That she assist in combing the Boys on 7th day.

7th. That she be at all Times subject to the Directions of the Housekeeper, and when she intend to leave the House, or change her place in it, that she give proper Notice to her, before she communicate her Intention to others of the Family.

Chamber Maid

1st That she rise early in the Morning.

2^d That she have the general Care of the Chambers in the Center House.

3^d That she have the Beds made before Breakfast, and the Rooms swept and dusted every morning first Days excepted.

4th That she put the Boy's Clothes into their Boxes, at their first coming also their clean Linen & Stockings every seventh day and see that the whole be neatly kept.

5th That she instruct and assist
the

the Girls in washing and ironing
small Linnen

6th That she assist in combing and
washing the Boys on 7th days.

7th That she wait at Table on
Committee Days with Girls.

8th That she mend the Boys Linnen
and instruct the Girls to do it in a
proper manner

9th That she be at all Times subject
to the Direction of the Housekeeper,
and when she intend to leave the House,
or change her place in it that she
give proper Notice to her before she
communicate her intention to
others of the Family.

Spinning Mistress

1st That she teach the Girls to spin

2^d That she teach them to mend their Linen & Stockings in a compleat manner.

3. That she instruct and assist them in washing & ironing their own small Linen, and when finished that she sort it and see it put into its proper Places.

4th That she superintend & assist in washing and combing the Girls.

The Principal Mistress

Is understood, to have the general Superintendance of the Girls Wing; and it is properly her Business (as far as she may be qualified for it) to see that all the subordinate Officers fulfill the Duty of their respective Departments. — Being from her situation in the Place superior to any little Interests or Party disputes which may at any time prevail among them; when difference of Sentiment or Uneasinesses arise, it is her Province to

to endeavour to reconcile them,
& cultivate that Love and true
Harmony in pursuing the great
Objects of the Institution which
would lighten the general Bur-
=then, & render them a comfort to
each other. —

She is considered as the Mother
of this Part of the Family; and in
cases of Grievance of any kind, she
is the proper Person to apply to, and
it is her Duty to advise, encourage
or reprove with Affection & Firm-
=ness as occasion may require.

When circumstances occur wherein
she

she finds it difficult to support
her Influence & Authority, she
should request the interference of
the Superintendant in order that
her hands may be strengthened in
fulfilling the Duty of her Station.
She has the care and direction
of the Girls clothing & should see
that it be properly made & mended
& that such of them as are em-
ployed in Ironing are rightly in-
structed by the Spinning Mistress
whose peculiar Province it is to at-
tend to it. It is also her Place to
attend to the Mantua makers

Department, & see that the
Childrens Gowns ~~to~~ be properly
made. & if the Materials appear
unsuitable, to mention it to the
Housekeeper, or Superintendent.
And it is the Intention &
request of Friends that she
watch over the Children, Ap-
prentices & all under her care
for Good, with Tenderness &
Affection, supporting right sub-
ordination & order among them,
considering ^{them} as a precious Charge
for which she is in measure

accountable to Him who sees the
integrity of the Heart; & to whom
she is especially recommended to look
for Wisdom, Counsel & direction.

Up-Stairs House Maid

1st That she rise early in the Morning

2^d That she help to make the Beds.

3^d That she sweep and dust the Chambers, passages and Stairs every day 1st days excepted and wash them when necessary.

4th That she assist in ironing after the House work is done.

5th That she assist and instruct the Boys in mending their Stockings

6th That she assist in combing and washing the Boys on 4th &

7th Days

7th

th
7. That she mend Linnen.

th
8. That she be at all Times sub-
-ject to the Directions of the House-
-keeper, and when she intend to
leave the House, or change her
place in it, that she give proper
Notice to her, before she commu-
-nicate her Intention to others
of the Family.

Down-Stairs House Maid.

- 1st. That she rise early in the Morning.
2. That she keep clean and free from Dust the lower Floor, except the Girl's Dining Room and Housekeeper's Room.
3. That she sweep the Boy's Dining Room immediately after every Meal, and scour the Tables and Forms in it when necessary.
- 4th. That she instruct and assist the Boys in laying their Table Cloths in a proper Manner; have

have every Thing necessary brought into the Room before Dinner; attend during Meals, and help to take the Things away.

5. That she assist in combing and washing the Boys on 4th and 7th Days.

6. That she help to iron, when the House work &c. may not require her attention.

7. That she assist in mending Stockings and Linen.

8. That she be at all times subject to the Directions of the Housekeeper, and when she intend to leave the House, or change her place in it that she give proper Notice to her, before she communicate her intention to the rest of the Family

Governess's Maid

1st. That she be under the Direction of the Governess.

2. That she rise early in the Morning

3. That she clean all the Apartments in the West Wing. with such Assistance from the Girls as shall be thought proper, and light Fires

4th. That she see that the Girls lay their Table Cloths in a proper manner, and that every thing necessary be brought into the Dining Room before Dinner;

attend

attend there during the Meals when necessary and assist in carrying the Things away.

5.th That she sweep the Girls Dining^{room} immediately after every meal, and scour the Tables and Forms in it when necessary.

6.th That she attend the Girls, when they be indisposed, & not sent into the Nursery.

7.th That she wash for the Officers in the West Wing.

8.th That, when she intend to leave the House, or change her place in it, she give proper Notice to the Housekeeper, before she
communicate

communicate her Intention to
others of the Family.

The House Man

- 1st. That he rise early in the Morning
2. That he light Fires when ordered
and carry the Coals.
3. That he clean the House
Knives, and those used by the Girls
4. That he be willing to do every
Thing he shall be directed.

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